



Our plan – Our future

Much Wenlock Neighbourhood Plan

Minutes of the Neighbourhood Plan Steering Group

23rd January 2012, 5.00pm to 7.00pm, Guildhall

PRESENT

REPRESENTING

Members of the Steering Group

Vivien Bellamy	Community
Howard Horsley	Community
Liz Thomas	Community
Cllr. David Turner	Much Wenlock Town Council
Cllr. Mike Grace	Much Wenlock Town Council
Cllr Robert Stuart	Much Wenlock Town Council
Bob May	Community

IN ATTENDANCE

Charles Teaney	Community
Mary Jacobs	Community
Gill Jones	Shropshire Council
Jake Berriman	Shropshire Council
Cllr Milner Whiteman	Much Wenlock Town Council/Shropshire Council
Mary Jacobs	Community
Tim Coleshaw	Community

MINUTE TAKER

Wendy Burd	Much Wenlock Town Council
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1. Apologies

Cllr. Lesley Durbin	Much Wenlock Town Council
Cllr. Matthew Green	Much Wenlock Town Council
Simon Ross	Community

2. Minutes of 9th January 2012

Approved subject to a few small amendments noted by BM, DT and HH

3. Shropshire Core Strategy – conformity and context for Much Wenlock (JB)

JB confirmed that the NP would need to comply with Shropshire Council's Core Strategy. Most Core Strategy policies were relevant, the main exceptions being those on the Green Belt, Waste and Minerals and Shrewsbury-specific. HH queried how the NP would apply in practice and how Shropshire Council would use it; it being important that SC officers interpreted it accurately when managing development applications. JB confirmed that the document would have equal status with the Core Strategy.

ACTION – Wendy to circulate Shropshire Analysis from JB

4. Project Programme Review DT/CT

CT, BM and DT produced a paper for the group (previously circulated via email) which included suggested dates and activities within the Project Plan. However, due to uncertainty about timings, there were no suggested dates from the Inspector's examination onwards.

Questions from theme leaders are required by the next meeting, 6 February. The six-week period from 13 Feb to 20 March will allow for the questionnaire to be amended, proof-read and finalised for printing. It was thought that the timescales were ambitious and concerns were mentioned regarding administration support in terms of time available and costs. Sara Botham can help determine what goes into the questionnaire and it was agreed that a meeting be arranged with Sara Botham and Faith Smith. Fundamental questions, spaces for comments, maximum of four A4 sides due to cost and, keeping the community's interest, were also considered. Model questionnaires from SB have not been forwarded as they were thought not relevant to Much Wenlock. Theme leaders will be responsible for the questions and it is crucial that someone owns the survey. It was proposed that a small editorial team was needed to produce the draft questionnaire. Consideration also needs to be given to more than one person completing the survey per household i.e. possibly a family of four with differing opinions.

GJ reported on new software at Shropshire Council especially for surveys/data input.

The community need to understand what the NP is about therefore a smart introduction/ preface is essential.

ACTION - DT to arrange meeting with Sara Botham and Faith Smith

ACTION - GS to forward software developer contact to DT

ACTION - Theme Leaders need to generate questions based on current knowledge, ideally 10 questions (LD/RS/DT/SR/VB)

ACTION - Meeting to discuss question overlaps (all)

ACTION - Circulate a note to theme leaders (MG/WB)

5. Developing Themes

Improving community services (RS)

Considering hosting a meeting between JB, Peter Wight, David Edwards and Ian Kilby regards flooding issues and to identify what is allowed in the NP. Need to identify volunteers.

Jobs and the local economy (DT)

Propose to send a communication to the parish's 150+ businesses.

Housing needs (HH/WB)

Meeting with Social Landlords being arranged for 21st February, 2pm, Guildhall.

Protecting our environment (VB/ET)

Meeting with identified volunteers (Sue O'Dowd) to discuss survey questions Friday 27th January.

Sustainable community (TC)

Volunteer meeting Tuesday 31st January

6. Engaging Volunteers

MG reiterated the importance of contacting and involving those who have volunteered their help. The current list of 45 volunteers needs to be re-circulated to identify those who could contribute to the theme groups.

CT suggested that a script should be produced for canvassers to work from.

ACTION – WB to recirculate list to Group

7. Community Engagement – feedback on road shows and next steps (MJ/SR)

Road shows have gone well, no hitches and the kit is working. A busy week ahead including pod voting at the Primary School with Sara Botham and the Fire and Police will have vehicles there too. Thanks were expressed to Lucy Cooke, Assistant to the Town Clerk, for volunteering to assist with the Havelock road show Thursday 26th January.

Next steps include road show analysis and devising questions for the survey. Members were encouraged to take photos of the road shows, obtaining the necessary consent from the school and DT reported that the forthcoming school road show will not be announced on Facebook or Twitter. JB suggested press releases should continue as community likes to see feedback.

ACTION – MJ to provide MG with interim analysis before landowners meeting 31st January

8. Engaging Specific Interest Groups

a) Landowners

Meeting 31st January will involve similar agenda to first landowners' meeting. It will talk through the programme, results of the road shows and what is scheduled for the next 12 months.

ACTION – DT to send link of meeting notes to JB

b) Others not covered by the themes

Statutory consultees are invited to the themes.

ACTION – Contact Claire Hughes for Social Housing contacts (WB)

9. Update on any outstanding actions

Nothing additional reported.

10. Approval for Necessary Expenditure on Agreed Actions (MG, all)

Recommendation to Town Council and Neighbourhood Plan Committee for the sum of £120 for travel costs for BM and MG to attend a NP training event at the Eden Centre.

Recommendation to Town Council and Neighbourhood Plan Committee for the sum of £300 to fund survey work for the forthcoming consultation.

Confirmation to be sought that the £100 donation previously agreed has been sent to the Wenlock Herald. – MG

11. Date of next meeting – Monday 6th February 2012, 5.00 – 7.00pm, Guildhall

Apologies received for next meeting 6th February from BM, DT and GJ